

OUTPROCESSING CHECKLIST

NAME/RANK: _____ WCN: _____

COUNTRY: _____ COURSE: _____

INITIALS/DATE

_____ Schedule Pre-Departure Briefing NLT 6 weeks from tentative departure date _____

_____ Send 5 copies of ITO and email desired flight plan to Beverly at Port Call, 596-0763 NLT 30 days out from tentative departure date

_____ Supply NCOIC with copy of Flight Itinerary

_____ Supply Admin NCO with copy of Flight Itinerary for final Pay submission for IMET students.

PREPARE DEPARTURE PACKET:

_____ Prepare Foreign Badge certificate

_____ Prepare any Weapons Qualification Memorandums

_____ Prepare Letter of endorsement for official release/itinerary/return to country

_____ Prepare Letter of commendation from the Chief/ISD

_____ AER INPUT RECEIVED

_____ Coordinate w/Mrs. Smitherman and publish an out processing/final brief time and date.

_____ Notify Housing and make arrangements for cleaning team (If applicable)

_____ Verify all necessary documents are in the out processing packet:

_____ Passport

_____ Foreign Badge certificate

_____ Tickets/excess baggage tickets

_____ Letter from the Chief

_____ Copy of itinerary

_____ Plaque or Coin for presentation

_____ 5 copies of ITO's w/all amendments and Letter of endorsement attached

_____ Retrieve and destroy all U.S. military ID cards

_____ Transport to Bus Station/Ft. Leonard Wood Airport/St. Louis Airport

_____ RIMS

_____ ACADEMIC EVALUATION REPORT COMPLETED AND SUBMITTED

